

Management Services Technician Vacancy #161

Salary Range	\$2413-3313
Final File Date	Open until filled
Division	Marketing Division
Specific Location	14 th & L Streets, Downtown Sacramento
Tenure & Time base	Permanent & Full-time
Number of Positions	One
Questions?	Contact Carol at 916-327-5172, clivecchi@calhfa.ca.gov , or Suzanne at 916-319-9718 or spratt@calhfa.ca.gov California Relay Telephone Service for the Deaf of Hearing Impaired: from TDD phones: 800-735 2929, from voice phones 800-735-2922.
Who Should Apply	<p>Qualified candidates must have eligibility for State employment either by being in a reachable rank on an employment list for this classification, or by having transfer/reinstatement eligibility to this classification.</p> <p>Please state your eligibility for this vacancy in Section 12 of your application.</p> <p>SROA/Surplus/Reemployment status applicants should attach proof of this status to the application.</p>
How to Apply	<p>A separate application is required for each of our vacancies. The HR Office will not make copies of applications. Applications with multiple vacancies will be considered only for the first vacancy listed on the application.</p> <p>Submit a standard State application form (resume may be attached) to: Human Resources Office California Housing Finance Agency P.O. Box 4034 Sacramento, CA 95812-4034 Applications are available at the State Personnel Board's website at www.spb.ca.gov or by contacting CalHFA.</p> <p>Please specify on your application that you are interested in vacancy #161, Management Services Technician.</p>
<p>Duties</p> <p><i>Equal Opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.</i></p> <p><i>It is the objective of the State of California to achieve a drug-free state workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.</i></p>	<p>Under the supervision of the Director of Marketing, and the lead of the Assistant Director of Marketing, the Management Services Technician is responsible for supporting efforts to market the California Housing Finance Agency's (CalHFA) affordable housing products, by providing administrative staff assistance, office management and secretarial support. A large part of this support entails responding to telephone, electronic or other written inquiries from potential borrowers, lender, real estate agents, and CalHFA staff of all levels. Keen verbal and written communication skills, project coordination, and the ability to work independently are key to successful performance in this position. Duties include:</p> <p><u>Essential Functions:</u></p> <p>40% Participates in the design of, and coordinates and executes the dissemination of, marketing collateral materials (e.g. advertising and promotion materials, press releases, creative briefs, and business partner presentation folders and program materials) in support of the Agency's mission.</p> <p>Researches confidential and sensitive borrower contact information and geographic local to be used for product promotions, public service announcements (PSAs), and article development, etc.</p> <p>As delegated by the Marketing Director, reviews marketing materials submitted by programs for formatting, style, content and grammar.</p> <p>Works directly with CalHFA approved contract printers to gather bids, proof and finalize all print orders for CalHFA marketing collateral materials.</p> <p>Tracks and orders collateral material, working with the AGPA regarding budget considerations.</p> <p>30% Performs research relative to outreach requests from Senior Management and other CalHFA staff, business partners, stakeholders, lenders, loan officers, real estate agents, mortgage brokers, nonprofit organizations, and first-time homebuyers. On behalf of the Marketing Director, independently composes correspondence, and manages email, telephone and</p>

	<p>written requests to internal and external constituents regarding collateral material and/or program information from the Governor’s Office, Legislature and other high level contacts.</p> <p>Follows up on projects and requests assigned to programs;</p> <p>10% Maintains the Marketing Director’s calendar and travel;</p> <p>10% Develops, supervises, and reviews the work of Student Assistants and temporary clerical staff.</p> <p>5% Sets up, organizes and maintains I-Manage files for the Marketing Division.</p> <p>5% Responsible for updates and maintenance of the Agency’s Style and Writing Guide.</p>
6/13/07	